

Countywide Zoning Project in Ravalli County GIS Services

Request for Proposals

1. Summary:

Ravalli County seeks proposals from qualified consulting firms that specialize in Geographic Information Systems (GIS) to assist the Planning Department in data gathering and analysis. The result will be a land suitability map to be used as a tool in the countywide zoning process. The land suitability map will provide guidance in determining appropriate locations for varying levels of development and types of land use.

This RFP does not constitute a contract for services performed or to be performed. Following the selection of the consultant, Ravalli County will negotiate a contract including a finalized scope of services. For more information on the countywide zoning project in Ravalli County, please visit <http://www.ravallicounty.mt.gov/planning/Zoning.htm>.

2. Scope of Services:

A. Project Goals:

The objective of this project is to produce a GIS product that will be used to determine appropriate locations for varying levels of development and types of land use. The GIS consultant chosen for this project will assist the Planning Department in all aspects of project development, implementation, and quality control on an as-needed basis.

B. Project Tasks:

- a. Review and evaluate Ravalli County's methodology to create a land suitability map.
- b. Provide guidance and training to the Planning Department in the design of a GIS project to model land suitability in the unincorporated areas of Ravalli County.
- c. Assist the Planning Department in identifying and compiling existing data sets from various agencies and organizations. Data sets that will be used in the analysis may represent prime farm and timber lands; water quality and supply; air quality; slopes; existing infrastructure and development; critical wildlife habitat; streams, riparian areas, and wetlands; existing transportation systems; existing parks, trails, and recreation areas; wildlife refuges and conservation easements; the wildland-urban interface, cultural and historical sites; public lands and access; existing commercial centers; existing neighborhoods with affordable housing; existing voluntary zoning districts and covenants; and any other features that need to be analyzed to determine land suitability.
- d. Assist the Planning Department in processing the existing data sets to be integrated into a GIS project. Ravalli County utilizes ArcGIS 9.2 and Spatial Analyst 9.
- e. Assist the Planning Department in the implementation of a GIS project and analysis to create a GIS layer that will show varying levels of land suitability for development.
- f. Review and evaluate the land suitability map. Provide technical assistance in any modifications to the map.
- g. Create or assist in the transformation of zoning district boundaries from hard-copy maps or various GIS layers to a single GIS layer.

C. Proposed Work Schedule (tasks to be completed solely by the Planning Department are shown in gray):

Date	Project Task	Consultant Services
Feb. – April 2007	Draft methodology and data gathering	The Planning Department is in the process of outlining the methodology to create a land suitability map and gathering existing data sets.
April 2007	Finalize methodology to create a land suitability map	The consultant will review and evaluate a draft methodology created by the Planning Department.
April 2007	Design GIS project	The consultant will provide guidance and training in the design of a GIS project to model land suitability for development.
April 2007	Gather existing data sets	The consultant will review and provide comments on a draft list of existing data sets created by the Planning Department. The consultant will work with the Planning Department on filling any data gaps.
May 2007	Process existing data sets	The consultant will provide technical assistance to the Planning Department. The consultant may need to process some data sets, depending on the type of software or analysis that is required.
June 2007	Implement GIS project and analysis	The consultant will assist the Planning Department in GIS analysis to create a layer showing varying levels of land suitability.
July 2007	Create map showing land suitability	The Planning Department will create a land suitability map.
July 2007	Technical review	The consultant will work with the Planning Department to inspect the methodology and the map to ensure that the map is accurately modeling land suitability.
July 2007	Community review	The Planning Department will present the map to the citizen-based Planning Committees for review.
Aug. 2007	Modify land suitability map	Based on any comments from the technical and/or community review, the Planning Department will modify the analysis and/or land suitability map. The consultant may provide technical assistance, as needed.

Aug - Dec. 2007	Create GIS layer of zoning districts	The consultant will work with the Planning Department and GIS Department to transfer the zoning district boundaries created by the Planning Committees from hard copy maps, various GIS layers, and/or other media to a single GIS layer.
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D. Deliverables:

The consultant will provide digital copies of any data sets created for the project to the Planning Department.

3. Compensation

The project budget for GIS consulting services is not to exceed \$15,000.

4. Submittal Requirements:

The consultant's submittal must contain a response to the Request for Proposals and shall include, at a minimum, the following items:

- A. A statement of the consultant's understanding of the requested services. Include a detailed explanation as to how the consultant would approach this project, including a technical work plan identifying methods for gathering data layers, creative ideas to fill data gaps, and analysis procedures.
- B. A work plan indicating tasks to be accomplished, a schedule of tasks, persons/hours and an estimated cost to accomplish each task.
- C. The consultant's qualifications and experience related to local government planning, data gathering, and GIS analysis.
- D. Three references and contact information from former clients and summaries of previous work that demonstrate the consultant's ability to perform this type of work.
- E. Information as to the size and organizational structure of the consultant's firm.
- F. Resumes of key personnel who will be directly involved with this project.

An authorized representative of the consultant shall sign the proposal. Three (3) copies of the proposal must be submitted along with one (1) original, in a sealed envelope clearly marked Proposals for GIS Services no later than March 26, 2007 at 5:00 p.m. Proposals shall be sent to:

Renee Van Hoven
Ravalli County Planning Department
215 S. Fourth St., Suite F
Hamilton, MT 59840

Faxed proposals will not be accepted. Proposals received after the close date will not be accepted. All proposals shall become property of Ravalli County and will not be returned. Ravalli County reserves the right to reject any and all proposals received.

5. Selection Process:

Responses submitted to this RFP will be evaluated on the technical capabilities of the consultant in relation to the project objectives. The Board of County Commissioners, in consultation with the Planning Department and GIS Department, will review the consultant qualification submittals according to the following criteria:

- A. Project Understanding: Does the consultant understand the qualifications needed for the work and the project issues?
- B. Experience and Technical Expertise: What is the consultant's experience with similar types of work?